Grant Application Forms

Funding Opportunity

Description of what grant funds are for.

List of Attachments – detailed application instructions.

List of Website Links – links to grant guidelines, MDA website, State Weed Management Plan, etc.

If starting an application for a new project - **Click Start a New Application.**

If applying for a project similar to one already applied for, **Click Copy Existing Application.**

An existing grant application or information from Word or Excel files can be copied and pasted into WebGrants forms. Be sure to review copied information.

Application General Information

Instructions are shown on each form - also use the "Help" button, and **detailed instructions on the MDA website and the Funding Opportunity description page**.

Areas with a **red *** indicate a required field that must be completed.

Person who is logged in is automatically entered as the **Primary Contact** – others who are registered with the Organization can be selected from the drop down.

Enter a brief **Project Title.**

From the drop down, select the **Authorized Official** for the project**.**
From the drop down, select the **Organization** for the project**.**

When completed, click **"Save"**.

Click **"Edit"** to update information, and to **add additional contacts** for the project.

When done, click **Go to Application Forms** (visible after "Save").

Local Cooperative - Application Forms

Application Forms	Application Details | Submit | Withdraw	
Form Name	Complete?	Last Edited
General Information	✓	10/13/2017
Project Information		
Cooperators		
Herbicide Worksheet		
Revegetation Worksheet		
Budget		
Project Overview - Local Coop		
Objectives & IWM Plan		
Activities/Education Timeline		
EA- General Vegetation		
EA-Soils		
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EA- Fish and Wildlife Habitat		
EA- Threatended, Endangered or Sensitive Species		
EA- Air Quality		
EA- Historical and Archaeological Sites		
Other Attachments		

Application Forms

All forms for this type of application are now shown.

New Local Cooperative projects include additional forms for the Environmental Assessment (EA).

Education & Research applications have other specific forms.

To open and start a form, click on the form name, which is written in blue.

Forms can be worked on in any order and can be re-opened and edited until the application is submitted.

Applications cannot be submitted unless all forms have been marked as complete.

Center location of the project in Decimal Degrees

Use the "Help" button on the Project Information form for instructions to find the Longitude and Latitude of the central location of the project area.

Use the **Natural Heritage Program website** http://mtnhp.org/mapviewer/

- Select "Landcover", and click on "Search for Location"
- Click "Township, Range, Section" **or**
- **Move mouse and zoom into location**.
- The **lat/long is written at the top of the webpage**. Copy this information and enter it on the application form.

Project Information form – **Lat / Long**

Enter the **Center location of the project in Decimal Degrees – (information from previous slide)**

- **Longitude: Make sure to enter the minus sign at the start of the longitude number** – if not, an error message will appear.

Grant and Match totals at the bottom of the page will be auto-filled after additional forms are completed.

Click "Save" and "Mark as Complete" when you are done with the form.

To update any information click "Edit" (at top) to re-open the form.

Click "Back" or click "Go to Application Forms" to select the next application form.

As each form is **Saved** and **Marked as Complete**, a check mark is shown in the "Complete?" column.

The system won't allow a form to be Marked as Complete if a required field has not been completed.

Each form must have a check mark before the application can be submitted.

Forms can be re-opened by clicking on the form name.

Forms can be edited and re-saved if needed.

Local Cooperative - Application Forms

Cooperator Form

Click "**Add**" to **enter cooperators** for the project.
Pick the **Cooperator Type** from the drop down list of agencies, private landowner, city, county, etc.
Enter the **Cooperator's Name**.
Must be **at least 3** cooperators. Click **"Save".**

Participation

Click "Edit" (at top of form) to **enter the percent of project area landowners that are participating in the project**.
Describe what the participants are doing to cooperate and build working relationships.

Click **"Save" and "Mark as Complete"** when finished.

Click "Back" or "Go to Application Forms" to continue with the next form.

Local Cooperative - Application Forms

Instructions for the **Herbicide Worksheet** can be found on the MDA Website and on the Funding Opportunity description page.

This form compiles all project herbicides that will be eligible to receive cost-share grant funding.

Grant reimbursement is only provided for the herbicides listed and approved on this form.

Before starting the herbicide form, the project coordinator will have…

- Met and worked with landowners to coordinate weed control efforts

- A firm commitment from project participants

- Identified the # of acres and weeds to be treated with cost-share herbicides

- Selected the herbicide active ingredients that will be used in the project

- Planned types of herbicide applications
  - ground / aerial
  - private applicators / commercial applicators

- Know the cost and availability of commercial applicators planned to complete project work

- Read herbicide labels – You will need them for the EA

Reimbursements are only provided for herbicides listed and approved on the herbicide worksheet.

"Private Applicator" (top-section) has two sections for herbicide costs associated with **landowners applying** herbicide to their own land.

> **One section is for single herbicide use** and **one section is for herbicide tank mixes.**

"Commercial Applicator" (mid-section) has two sections for herbicide costs associated with **landowners hiring a commercial applicator** to apply the herbicide(s) to their land.

> **One section is for single herbicide use** and **one section is for herbicide tank mixes**.

- **Private Applicators** can receive a **cost share of 50% for herbicides – but no reimbursement for their time or equipment used in applying the herbicides.**

- **Commercial Applicator costs can be reimbursed at 50% of both the herbicide and commercial applicator cost.**

Click on the **View Montana State Agricultural Chemical Price List** link to see the current State Bid prices for chemicals and additives.

State Chemical Price List

Single Herbicide - Private Applicator   Mark as Complete | Go to Application Forms | Add

Click "Add" to enter a private applicator single herbicide product for this project. Click "Save" when done. Repeat the steps until all private applicator single herbicide products are listed.

View Montana State Agricultural Chemical price list.

Active Ingredients	Application Rate	Herbicide Cost	Herbicide Additive	Additive Cost	Application Type	Weeds Treated	Acres Treated	Total Amount	50% Cost Share
							0.00	$0.00	$0.00

CPS 2017

Chemical Name	Brand	Container Size	Unit	Unit Cost	Cost/oz
Amine 2, 4-D	Platoon	2.5 Gallon	GAL	$9.94	$0.08
Amine 2, 4-D	Platoon	30 Gallon	GAL	$9.80	$0.08
Aquasweep	Aquasweep	2.5 Gallon	GAL	$37.20	$0.29
Arsenal	Polaris	2.5 Gallon/ 2 case	GAL	$49.80	$0.39
Curtail	Curtail	2.5 Gallon	GAL	$36.00	$0.28
Detail	DetaiL	1 Gallon	GAL	$546.50	$4.27
Dicamba + 2, 4-D	Rifle D	2.5 Gallon	GAL	$21.30	$0.17
Dicamba	Rifle	2.5 Gallon/ 2 case	GAL	$40.80	$0.32
Diuron 4L	Diuron 4L	2.5 Gallon/ 2 case	GAL	$16.90	$0.13
DuPont Streamline	DuPont Streamline	3 lbs	LB	$91.68	$5.73
Escalade (E-2)	E-2	2.5 Gallon	GAL	$29.00	$0.23

Current State Bid prices are shown for chemicals and additives – prices available to state and federal agencies.

Cost for chemical is shown by varied measurement units – gallon, ounce, quart, pound.

Herbicides are sold under a variety of names for the same active ingredients. Look at the **label on the herbicides** planned for use in the project to see the **active ingredients.**

Herbicides are selected by active ingredients on the grant application forms.

Example: **Escort XP –** active ingredient is **Metsulfuron Methyl** (also sold as MSM 60 and Patriot)

Herbicide and additive funding requests should be calculated at these prices. If the applicants costs differs from this, there is a spot on the application form to explain why.

After reviewing the **State Agricultural Chemical Price List**,

Click "ADD" in the appropriate sections to list herbicides that will be used in the project.

"Private Applicator" - **landowners applying** herbicide to their own land.
One section is for single herbicide use and one section is for herbicide tank mixes.

"Commercial Applicator" - landowners **hiring a commercial applicator** to apply the herbicide(s) to their land.
One section is for single herbicide use and one section is for herbicide tank mixes.

Single Herbicide

Example shown for **private applicators applying a single herbicide**.
Enter the combined project participants information for a **single herbicide** that will be used by private applicators.

Active Ingredients: Use the drop down to select the herbicide active ingredient that will be used.
• If an active ingredient planned for use is not in the drop down list, contact Trust Fund staff for assistance.

Application Rate: Enter the number of **ounces of this herbicide that will be applied per acre**.
  • The rates of herbicides and additives **must be entered as ounces per acre**.
  • Example: The rate of 1 pint/acre should be entered as 16 ounces/acre.
  • For partial ounces use a decimal point. Example: .5 = ½ ounce.

Herbicide Cost: Enter the amount that the herbicide ingredient will **cost** to use **per acre**.
If cost differs from MT State price list: click yes and explain why in the text box. If not, click no.

Herbicide Additives: If one or more additives will be used with this herbicide, select them from the drop down. Hold down the "Ctrl" key to select more than one additive.

Additive Cost: Enter the **cost of the additive(s) per acre**. I**f cost differs from MT State price list:** click yes and explain why in the text box. If not, click no.

Application Type: In the drop down list, pick the type of application method that will be used for this herbicide. (aerial, aquatic, ground, other)

Weeds Treated: Use drop down list to select all weeds that will be treated with this herbicide.
Drop down list contains all state listed weeds. Select "Other" for weeds only listed in the county.
Hold down the "Ctrl" key to select more than one item.

Acres Treated: Enter the number of acres that will be treated with this herbicide.
When finished with this entry, click **"Save".** Repeat the steps until all Private Applicator-Single Herbicides have been entered.

Single Herbicide applied by a Commercial Applicator, use the Commercial Applicator section and follow same process as above. **Plus enter the commercial applicator cost per acre in the "Application Cost" field.

Herbicides listed and approved on the application are the only herbicides that will be eligible to receive grant cost-share funding.

Active Ingredients: Use the drop down to select the herbicide active ingredient(s) that will be used.

Herbicides listed and approved on the application are the only herbicides that will be eligible to receive grant cost-share funding.

Example shown for project using a **commercial applicator applying a herbicide tank mix.**

Combine landowner information for project work being done by Commercial Applicators treating the same weeds with the same tank mix.

The **Tank Mix entry process follows the same steps as Single Herbicide entries with the following exceptions:**
- **More than one Active Ingredient** choice can be selected - hold down the "ctrl" key while making selections.
- An **Application Rate is entered for each active ingredient**.
- The Application **Rate must be entered in the same order as the ingredients are listed on the Active Ingredient drop down list**.

Active Ingredients: Use the drop down to select the herbicide active ingredients that will be used in this tank mix. Select multiple active ingredients by holding down the "ctrl" key while selecting herbicides.

Application Rate: Rates of herbicides and additives must be entered as ounces per acre.
- Example: Rate of 1 pint/acre should be entered as 16 ounces/acre or 1 quart/acre should be entered as 32 oz.

For tank mixes, the application rate is entered for each active ingredient that has been selected.
Enter the number of **ounces of each active ingredient that will be applied per acre**.

- **Application rates must be entered in the same order as they are listed on the dropdown list** (top to bottom).
- **Separate each ingredient rate by a slash (/).** For partial ounces use a decimal point. Example : 7 / .5 / 2

Herbicide Cost: Enter the amount that the **combined herbicide ingredients will cost per acre.**

If cost differs from MT State price list: If your herbicide cost differs from the amount on the State Price List, click yes and explain why in the text box. If not, click no.

Herbicide Additives: If one or more additives will be used with this herbicide, select them from the drop down. Hold down the "Ctrl" key to select more than one item. (surfactants, dye, oil)

Additive Cost: Enter the **cost of the additive(s) per acre**. **If cost differs from MT State price list**, click yes and explain why in the text box. If not, click no.

Application Type: Use the drop down list to pick the type of application method that will be used for this tank mixture.

(aerial, aquatic, ground, other)

Application Cost: Enter the **commercial applicator cost per acre**.

Weeds Treated: Use the drop down list to select all weeds that will be treated with this tank mix. Drop down list contains all state listed noxious weeds. Select "Other" for weeds that are only listed in the County Hold down the "Ctrl" key to select more than one item.

Acres Treated: Enter the number of acres that will be treated with this tank mix by the commercial applicator.
When finished with each entry, **click "Save".** Repeat the steps until all Tank Mixes for Commercial Applicators have been entered.

**Tank mixes for Private Applicators are done the same way other than no application cost being entered.

Total Cost / 50% Cost Share

As each herbicide entry is saved, it is shown in a row summarizing the information. **The total cost and the requested 50% cost share are automatically calculated**.

If changes are needed on the herbicide worksheet, click on the active ingredient name to re-open the entry.
Updates can be made or the entry can be deleted if needed.

If "**Other-County Listed**" was selected in the **Weeds to be Treated dropdown**, **click "Edit" and enter the names of the county listed weed(s)** that are included in the project.

When complete, click **"Save".**

After all project herbicide information has been entered, **click "Edit", "Save", and "Mark as Complete"**.

Totals:
The number of **acres treated, that have been entered for each herbicide and tank mix, are automatically totaled** and entered in the **"Total Acres Treated"** field at the bottom of the page.

Totaled 50% cost share amounts for Contracted Services-Commercial Applicator and Private Applicator are also automatically entered and **transferred to the budget form**.

Local Cooperative - Application Forms

Application Forms	Application Details | Submit | Withdraw	
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Revegetation Worksheet		
Budget		
Project Overview - Local Coop		
Objectives & IWM Plan		
Activities/Education Timeline		
EA- General Vegetation		
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EA- Historical and Archaeological Sites		
Other Attachments		

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Revegetation Worksheet

- Divided into **2 sections**, one section for revegetation work by a **private landowner** and one section for **revegetation work** by a **commercial business** .

If the project will not include **cost-share funding for revegetation, click "Mark as Complete"** and go to the next form.

If cost-share funding for revegetation is requested:

Click **"Add"** in the appropriate section-either **Private or Commercial Applicator.**

Enter:

- seed mix description (**Contact NRCS, local Conservation District or Extension for help on what to choose & where to purchase**)
- pounds of seed mix to be used per acre
- cost per acre
- application type (aerial or ground)
- the number of acres to be reseeded

- **If commercially seeded, also enter the <u>Application Cost Per Acre</u> field.**

Click "Save" when the entry is complete.

Continue adding all cost share seed mixtures then "Save" and "Mark as Complete".

WebGrants automatically totals the "Total Acres Reseeded" and cost share amounts at the bottom of the form.

The combined total and matching amounts are automatically inserted on the budget form.

Questions???

Local Cooperative - Application Forms

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Budget Form Summary
Upper section of the budget form is used to request funding for:

- Contracted Services - that are **not related to herbicides or revegetation**
- Supplies and Materials – that are **not related to herbicides or revegetation**
- Communications
- Travel
- Other expenses

Center section of the budget form is where the herbicide and revegetation funding and match amounts autofill.
Amounts are automatically entered from the completed herbicide and revegetation forms when the budget form is "Saved".
Herbicide and revegetation match amounts are automatically calculated at 50% of the total cost.

Lower part of the budget form – text boxes (more on next slide)

To complete the Budget Worksheet click **"Edit".**

In the **upper section, enter funding amounts requested** in the appropriate categories –**this section is not for herbicide or revegetation expenses.**

Enter the **matching fund amounts**
Enter **brief narratives describing the grant funding expenditures and the matching funds**.

Upper text box - complete if needed, to explain any **deviation to the 50% match** for herbicides or revegetation that has been automatically entered.
Bottom text box - requires applicants to enter **"In-Kind Contribution"** information.
- In-kind match is a non-cash input to the grant.
- Examples: landowner labor and equipment used for spraying, agency labor when participating in the project, biological control releases.

Click **"Save".**

After "Save" this is what is shown.

Confirm that amounts on the budget form are correct and that narrative sections are completed.

- If changes are needed, go to the appropriate forms - herbicide or revegetation, and edit if necessary.
- **If corrections are made, return to the budget form following corrections and click "Edit", "Save" to update the budget form.**

Click **"Mark as Complete"** when the form is finished.

Ineligible Costs:
- Not for use in grant writing expenses or for travel to grant hearings.

- Not for purchase of publications, biocontrol agents, equipment.

- Not for project administration or indirect costs.

- Not for capital improvements.

- Not for annual herbicide for cropland/CRP practices.

- Not for re-seeding of alfalfa or grain fields for wildlife habitat or cropland situations.

Local Cooperative - Application Forms

Project Overview:
Follow the **instructions provided on the form** and **enter required information in the text boxes.**
You may want to **write your text in Word and then copy and paste into the WebGrants form**.

Need for Action: Explain why the project area needs assistance from the NWTF for noxious weed control.
The **photo for this section cannot be added until all text boxes have been completed and the form has been saved.**

Cooperative Weed Management Area (CWMA) Background: Describe how the project area CWMA was developed and how the steps in "Designating a CWMA" outlined in the State Weed Management Plan (appendix F) were used.

High Priority Noxious Weeds: List the noxious weeds that are a high priority in the project and why their management is a priority for the County, Tribe, and CWMA.

Click **"Save".**

If changes are needed click "Edit".

After saving the form click the green + symbol to attach photo(s) of the noxious weed problem.

Attach a photo or use a Word document to attach multiple photos of the noxious weed problem.
Provide a description on the picture(s) or describe the photo in the "Need for Action" box.

Be sure the pictures are web friendly, reduce the file size before uploading.

Click **"Save"** and **"Mark as Complete"** when finished.

Local Cooperative - Application Forms

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Select **Objectives & IWM Plan** form from the list of application forms.

Click **"Edit"** and enter required information in the text boxes – You may want to type text in Word and copy to the text boxes.

Objectives & IWM Plan Specific Objectives:
- Describe the project's objectives and how they will enhance the renewable resources in the project area.
- Objectives should be specific, measurable, attainable, relevant, and timely

Integrated Weed Management (IWM) Plan:
- List all IWM components used on this project.
- Describe how the project will accomplish the objectives using an integrated weed management plan.
- Provide detail on the reason for the proposed management techniques for the project area along with why it is appropriate and applicable for the noxious weed species in the designated area.

If using biological control agents, list agents used, how many releases you are planning to release, number of agents per release and are the release sites mapped. Recommended that you contact the Biological Control Coordinator at 406-258-4223 to discuss biological control components of your project.

Annual Monitoring Plan:
- Describe how activities will be tracked and,
- Explain the methods that will be used for determining the effectiveness of the project's noxious weed treatments.

Mapping Methods:
- All local cooperative projects are now required to share mapping data with EDDMapS West. If you already have a mapping system in place, data can be uploaded to EDDMapS through the bulk data collection link.
- Instruction booklets are available

"Save" and **"Mark as Complete"** when finished.

EDDMapS West

EDDMapS West

Local Cooperative - Application Forms

Select the **Activities / Education Timeline** form from the list of application forms.

Planned Project Activities : Click **"Add"** to build a timeline of activities for your project starting on April 1st.

- Activity examples include:
    - Setting up photo points, monitoring plots, scheduled aerial treatments, data analysis, survey or field work, distribution of education materials, grant wrap-up, etc.
    - Click **"Save" when done entering each time period activity**.

    - **Repeat steps to add additional planned project activities**.
    - If a change is needed on an activity that has been added, **click on the month in the Time Period column to re-open the entry**.
    - The Activity Description character maximum is 350.

Click **"Edit"** (at top) to **select events that will be included in the grant project.**

Click Yes or No for each event.

If Yes, provide a brief description of the planned event.

- **Landowner Meetings**
- **Weed Tours/ Floats**
- **Spray Days**
- **News Articles / Public Information**
- **Student Education**
- **Conference / Meeting Presentations**
- **Other Educational Events**

Click **"Save"** when done.

The Advisory Council recommends that you contact the Statewide Education Campaign Coordinator at 444-9491 to discuss education components of your project.

Local Cooperative - Application Forms

Other Attachments

Instructions

Attached files must be *1 MB* or less. Be sure to re-size your file before attaching it to this form. The files you attach should be a *small* file size to help with the upload and download time.

Click "Add" at the top and select "Browse" to locate the file(s) that you would like to attach. Enter a description of what you have attached. Click "Save". Repeat this process for all attachments. Click "Mark as Complete" when finished. If you have *no attachments,* click "Mark as Complete" to complete this form.

Local Cooperative Projects: New & Continuing - *must attach a project map.* New projects attach environmental assessment documents for soils, surface and ground water sections. Other documents to attach can include letters of support.

Research & Education Projects: Attach pertinent application documents such as, cited literature, references, summary of previous outcomes, draft education materials, letters of support, etc.

Other Attachments   Mark as Complete | Go to Application Forms

Description	File Name	File Size	Date Uploaded	Delete?

Project Map required for all Local Cooperative Projects

EA materials required for Now Local Cooperative Projects

Add all important documents – be sure to reduce file size before attaching files

Add, Browse, Enter Description, Save - Repeat for each attachment - Mark as Complete

Use the **Other Attachments** form for additional documents that are important to the proposal.

Be sure to re-size files before attaching to this form.
Attached **files should be as small as possible** file size to help shorten upload and download time.

Attach photos or other documents in the same method that was done for the Project Overview photos.
Click **"Add"** at the top and select **"Browse"** to locate the file(s) that you would like to attach.

- **Enter a description** of what you have attached.
- Click **"Save".**
- Repeat this process for all attachments.
- Click **"Mark as Complete"** when finished.

If you have **no attachments,** click "Mark as Complete" to complete this form.

Local Cooperative Projects: New & Continuing - must attach a project map.
- **New projects attach environmental assessment documents for soils, surface and ground water sections.**
- Other documents to attach can include letters of support.

Research & Education Projects: Attach pertinent application documents such as, cited literature, references, summary of previous outcomes, draft education materials, letters of support, etc.

Complete all forms and Mark as Complete.

Clicking "**Mark as Complete**" **does not submit the application or prevent further editing**.

All application components must be marked as complete in order to Submit the application - including all EA forms.

When all forms have been "Marked as Complete", submit the application by clicking the "Submit" button.

Applications will be negotiated back to you if any changes are needed. Look for an email alert. **Please submit corrected applications as soon as possible: time is limited!**

Resources

- MWCA Annual Meeting
- Spring & Fall Weed Coordinator Trainings
- Grant Writing Workshops
- EDDMapS User Training
- MT Dept. of Agriculture

MWCA Annual Meeting
- Great Falls, January 10 - 12

Spring / Fall Coordinator Trainings
- Fall – Baker, October 12 - 13

Grant Writing Workshops
- Fall 2017—TBA

EDDMapS User Trainings-- TBA

Questions??